

NATIONAL CADET ADVISORY COUNCIL



Constitution and Bylaws

PUBLISHED BY NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA

ARTICLE I - GENERAL

1. The name of this organization shall be the National Cadet Advisory Council, hereafter referred to as the NCAC. This document will hereafter be referred to as the Constitution.
2. The objects and purposes of the NCAC shall be:
 - a. Provide an organization where cadets gain leadership experience at higher organizational levels.
 - b. Aid HQ CAP, the National Cadet Programs Committee, and the National Commander in monitoring and implementing the Cadet Program and Civil Air Patrol's missions.
 - c. Make recommendations for improving and management of the Cadet Program and Civil Air Patrol's missions.
3. The Constitution and attached bylaws shall be in compliance with the Council's governing regulation, CAPR 52-16.
4. The NCAC reports directly to the National Commander through the NCAC Officer Advisor.
5. One term of the council shall be defined as a year that begins and ends with the annual summer National Board meeting.
6. The membership of the NCAC shall be as follows:
 - a. The Council will have a Chairperson, Vice-Chairperson, and/or Recorder. The Chairperson is the only member of the Council who does not also serve as a representative and who only votes in the event of a tie.
 - b. The Council will consist of two cadets representatives from each Region, one Primary and one Assistant, as appointed by their Region Commander. Assistants shall be considered members of the Council but may only vote when primary is not present.
 - c. The Council will also have an Officer and a National Headquarters Advisor. Neither advisor is a voting member but is to provide support and guidance.
 - d. Each member's status will be designated on a CAPF 2a and forwarded to the Senior Advisor and National Headquarters CAP.

ARTICLE II - OFFICERS

1. Elections and Terms
 - a. The Chairperson shall be selected from the representatives prior to 1 July. His or her term of office will not commence until the end of the summer National Board meeting. The Vice-Chairperson and Recorder will be elected from the representatives at the first meeting of the new term. All officers are limited to one term that will coincide with that of the Council's.
 - b. The Vice-Chairperson and Recorder may continue to serve as the representative for their respective Region.
2. The Chairperson's duties are as follows:
 - a. Insures that all aspects of this Constitution and Bylaws are properly observed;
 - b. Draws up and distributes the agenda for each meeting no later than ten days prior to the meeting;

- c. Serves as presiding Officer at all NCAC meetings;
 - d. Submits recommendations, in writing, to the appropriate authority;
 - e. Will be the final word on all questions of parliamentary meeting procedures with in the guidelines of the Constitution and Bylaws or any guidelines that are adopted by the NCAC.
 - f. Will compile all of the terms agendas, proposals, minutes, rosters, and any other pertinent documentation into the NCAC Chairperson Continuity binder. Will maintain and pass on to the next term's Chairperson the NCAC Chairperson Continuity binder.
3. The Vice-Chairperson's duties are as follows:
- a. Will perform all duties of the Chairperson if he or she is absent or unable;
 - b. Will coordinate and direct all committees in their actions and responsibilities;
 - c. Will act as an assistant to the Chairperson by performing duties as directed;
 - d. Will act as Recorder in the absence of the Recorder;
 - e. Will assist the Recorder in publishing the Semi-Annual Report.
4. The Recorder's duties are as follows:
- a. Will perform all the duties of the Vice-Chairperson if he or she is absent or unable;
 - b. Will perform all the duties of the Chairperson if both the Chairperson and Vice-Chairperson are absent or unable;
 - c. Will draw up a roster of the NCAC members and distribute it appropriately;
 - d. Will maintain all records of the Council including actions and proposals;
 - e. Will compile the minutes of each meeting and distribute them to the council and advisors no later then thirty days after a meeting;
 - f. Will compile all records of the Council prior to each National Board meeting and publish them as a Semi-Annual Report and distribute to the appropriate personnel.

ARTICLE III – Representatives

1. The Primary Representative's duties are as follows:
- a. Will represent the interests of the cadets within their Regions and their Region CAC;
 - b. Will attend and participate actively in all NCAC meetings and functions;
 - c. Will maintain an active line of communication between the Region and National CAC;
 - d. Will have one vote to use in accordance with the interests of their Region.
2. The Assistant Representative's duties are as follows:
- a. Will carry out all duties and responsibilities of their region's Primary Representative in the absence of the Primary Representative;
 - b. Will represent the interest of the cadets within their Regions and their Region CAC;
 - c. Will attend and participate actively in all NCAC meetings and functions;
 - d. Will maintain an active line of communication between the Region and National CAC;
 - e. May not vote unless the primary representative is absent or is designated to do so.

ARTICLE IV – Advisors

1. At each official meeting of the NCAC, the Advisors to the NCAC or their designated representative will be present.
2. The Officer Advisor's duties are as follows:

- a. Will provide support and guidance to the NCAC;
 - b. Will serve as the sponsor to the NCAC and assist the council with personnel and logistics;
 - c. May appoint assistants to help with duties and responsibilities;
 - d. Will assume all duties and responsibilities of the NHQ Advisor if one is not designated or unable.
3. The NHQ Advisor's duties are as follows:
 - a. Will distribute minutes to Region Commanders, and Region Directors' of Cadet Programs;
 - b. Will coordinate conference calls and insure appropriate meeting facilities;
 - c. Will be in charge of disseminating the NCAC budget from NHQ;
 - d. Will act as liaison between NCAC and National Cadet Programs;
 - e. Will assist in directing the proposals through the appropriate channels;
 - f. Will maintain NCAC cadet records;
 - g. Will assume all duties and responsibilities of the Senior Advisor if one is not designated or unable;
 - h. May appoint assistants to help with duties and responsibilities.
4. When the Senior Advisor position becomes vacant, recommendations of the NCAC should be forwarded to HQ CAP/CP. From the recommendations of the NCAC and HQ CAP/CP, the National Commander will choose the most qualified individual.

ARTICLE V – Meetings

1. Regular meetings will occur via teleconference and will be scheduled by the NHQ Advisor or Chairperson. It is strongly encouraged that both the Primary Representative and Assistant Representative from each region attend every NCAC meeting; however, each region is expected to at least have one representative present. A minimum of two meetings will be held each year.
2. Two special meetings will occur each term coinciding with the summer and winter National Board meetings. Council members will travel to a common physical location that coincides with the National Board when these meetings take place.
3. At least half of all voting members must be present to hold a meeting. A majority of voting members must be present to hold any votes. A vote may be held if the
4. Chairperson and the Advisor deem it necessary.
5. Each Region is granted one vote in all matters.

ARTICLE VI – Committees

1. Committees may be created at the discretion of the Council in order to best achieve its goals.
2. Unless specified otherwise, committees will be dissolved once their objective is reached or purpose fulfilled.
3. All committees will have a chairperson as selected by the Council.
4. All committees will be coordinated by the Vice-Chairperson and will report to the Council.

ARTICLE VII – Ratification, Reorganization, and Amendments

1. All amendments shall be properly documented.
2. The cover page will note the ratification date and the most recent revision.

- a. Upon ratification or approval of the most recent version, this Constitution will make null and void any previous NCAC Constitution and/or Bylaws.
3. Amendments may be proposed and voted upon during any meeting and will be passed by a two-thirds vote.
 - a. Amendments that are enacted are to be immediately and properly designated within their respective article(s). If a new article is added it will be numbered and placed accordingly.
 - b. Any deletions made during the year will be properly documented.
4. Copies of the new Constitution and/or Bylaws will be made and distributed to the representatives at the first meeting of the term by the Chairperson.

ARTICLE VIII – Bylaws

1. The NCAC may draft a set of bylaws to establish specific procedures within the framework of this Constitution.
2. Bylaws may be proposed by any NCAC member.
3. A 2/3 vote will enact or rescind bylaws.
4. Nominations
 - a. Council members may nominate themselves or be nominated for any position.
 - b. Procedures for nomination will be:
 - i. The nominee/person nominating must address the chairperson and request the floor.
 - ii. They will state: “I nominate (persons name) for (position)”
 - iii. The Chairperson will then ask the nominee if they accept the nomination.
 - iv. If the nominee accepts, they will be put on the ballot. If the nominee declines, they will not be added on the ballot.
5. Election Procedures
 - a. Nominees running may give a speech on why they should be elected after being recognized by the chairperson. The time limit for the speech will be agreed upon by the council prior to the speech.
 - b. The Chairperson will alert a nominee when they have thirty seconds remaining in their speech.
 - c. After the time has elapsed the nominee must end their speech.
 - d. After each nominee has spoken the floor will be open for questions directed to that nominee. The chairperson will allow for a fair amount of time spent on questions.
 - e. After every nominee has spoken and answered questions the election will take place.
6. Motions
 - a. Any member of the council may make a motion. Any member of the council may second that motion as long as the second does not come from the same Region of the original motion.
 - b. The council will adopt the preliminary procedures in the current edition of Robert’s Rules of Order that do not contradict with this Constitution and/or Bylaws.